



“I created Personal Business Matters, LLC to provide caring and confidential help with clients’ personal daily business matters—enabling them to enjoy life without the worry of paying the bills and staying organized.”

—Joy Gilstrap, Owner

Joy Gilstrap has two decades of experience in private industry, including five years as a claim specialist for one of the nation’s largest insurance firms, and 14 years managing corporate and government contracts and accounts. She is experienced in the areas of finance, insurance, and account management. Joy was born and raised in Fairfax County, VA, where she lives with her husband and son.

- Certified Senior Advisor (CSA)<sup>®</sup>
- Member of American Association of Daily Money Managers
- MBA, International Business, *The George Washington University*
- BBA, Management and Marketing, *James Madison University*



Personal Business  
Matters, LLC

**Managing your daily money  
and personal business needs**

Personal Business Matters, LLC

12758 Lavender Keep Circle  
Fairfax, VA 22033

703.961.9413

[info@personalbusinessmatters.com](mailto:info@personalbusinessmatters.com)

[PersonalBusinessMatters.com](http://PersonalBusinessMatters.com)

Licensed and Insured



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money and personal  
business needs**



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## SERVICES

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- Bill paying, including calls to payees regarding incorrect bills and preparation of checks for client's signature
- Balancing checkbooks: monitoring cash flow; organizing bank records
- Preparing and delivering bank deposits
- Organizing tax documents and other paperwork
- Monitoring medical insurance papers and verifying proper processing of claims
- Serving as liaison to tax, financial, and estate planners
- Providing referrals to legal, tax, and investment professionals
- General assistance with organization
- Facilitating a move
- Other services upon request

## BENEFITS

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- No late or overdraft fees
- Organized paperwork
- Reduced stress
- More time for family and friends
- Peace of mind

## WHAT MAKES OUR SERVICES UNIQUE

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- We travel to your home or office
- Services are provided on your schedule—weekly, monthly—as needed
- Services are customized to meet your individual needs

## IDEAL FOR

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- Seniors
- Recently widowed individuals
- Divorced individuals
- Busy professionals
- Frequent travelers
- Adult children with aging parents
- Anyone who wants assistance with personal business matters



**FOR A FREE INITIAL  
CONSULTATION, CALL**

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